

**RECREATION AID**  
**NF0189-01**

**RECREATION CENTER**  
**MORALE, WELFARE**  
**& RECREATION**

RECREATION AID  
NF-0189-01

INTRODUCTION:

This position is located in the Quality of Life Department, MWR Division, Naval Air Station, Lemoore, California. Its purpose is to maintain order and accountability of the Recreation Center facility and gaming equipment.

DUTIES AND RESPONSIBILITIES:

Responsible for maintaining order, ensuring that gaming equipment is used properly. Regulates play on billiard tables, ping-pong and all related recreation equipment. 40%

Operates a cash register, Documents receipts, consignment sales list, collects fees, fills out over-ring/under-ring slips, and assumes responsibility and accountability for cash receipts. Maintains own change fund and drops receipts daily. Prepares Daily Activity Reports (DARS) to account for deposit of daily sales. Controls cash transactions in accordance with cash handling regulations, safeguarding against cash overages and shortages. 20%

Performs necessary housekeeping tasks to ensure proper standards of cleanliness and appearance of designated areas. 10%

Enforces all applicable station instructions, regulations and house rules. 20%

Sells alcoholic and nonalcoholic beverages and snack items to patrons. 5%

Performs other related duties as assigned. 5%

KNOWLEDGE REQUIRED:

Basic knowledge of billiards, other gaming equipment, and the -ability to perform minor repairs to equipment.

Must be 21 years of age.

Must be able to obtain a food service card.

Education and experience equivalent to completion of high school desirable.

SUPERVISORY CONTROLS:

Incumbent works under the supervision of the Physical Readiness Director, who provides oral and written instructions on work to be performed. Supervisor explains nonrecurring assignments and changes in procedures.

Work is performed independently in accordance with, and within, established Guidelines including existing instructions, manuals, and regulations from higher authority. The supervisor is consulted when problems arise for which there are no precedents.

Day to day work usually -is spot checked, may be reviewed occasionally for compliance with regulations, and is judged on the basis of patron satisfaction.

#### GUIDELINES:

Guidelines consist of numerous standing oral instructing and written procedural guides which are applicable in differing work situations.

The employee works strictly according to the guidelines. Deviations are referred to the supervisor for decision.

#### COMPLEXITY:

Assignments are clear cut or repetitive. There is little choice in determining what needs to be done.

#### SCOPE AND EFFECT:

The purpose of the work is to ensure efficient operation of the Recreation Center, Tailgates, during evening and weekend hours of operation.

#### PERSONAL CONTACTS:

Contacts are with employees in the immediate work unit and/or in related support units. Contacts are also with the general public in highly structured situations where the purpose of the contacts and the questions are clear.

#### PURPOSE OF CONTACTS:

The purpose of the contacts is to obtain or exchange information regarding performance of functions in the immediate work unit and to provide information to personnel in serviced units regarding gaming equipment operations.

#### PHYSICAL DEMANDS:

The work is primarily performed indoors. Duties require occasional periods of standing, walking, bending, or carrying of heavy objects of 50 pounds or less.

#### WORK ENVIRONMENT:

Work areas are adequately lighted, heated, and ventilated.